



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		GOLAGHAT COMMERCE COLLEGE
Name of the head of the Institution		DR. JAGOT CHANDRA SAIKIA
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03774284468
Mobile no.		9435234611
Registered Email		pcomm_glt@bsnl.in
Alternate Email		principalgcc1972@gmail.com
Address		Jyoti Nagar, Golaghat
City/Town		Golaghat
State/UT		Assam
Pincode		785621
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. JIBAN JYOTI KAKOTI
Phone no/Alternate Phone no.	03774284468
Mobile no.	7002525260
Registered Email	iqacgcc2015@gmail.com
Alternate Email	principalgcc1972@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.golaghatcommercecollege.org/AQAR
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.golaghatcommercecollege.org/pdf/Academic-calender-2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	75.25	2004	08-Jan-2004	07-Jan-2009
2	B	2.80	2012	10-Mar-2012	09-Mar-2017

6. Date of Establishment of IQAC

28-Nov-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
A door to door Awareness Drive on Novel Corona	20-Mar-2020 4	200

Virus		
Celebration of Constitution Day of India	26-Nov-2019 1	55
Awareness Programme and Rally on Ban of Single Use Plastic	04-Oct-2019 1	43
Workshop on Understanding Mental Health of the Students: Coping with Stress and Building Resilience	24-Sep-2019 1	117
Swachh Bharat Abhiyan in collaboration with 12 Assam (I) Coy, Golaghat	10-Dec-2019 1	14
Swachh Bharat Abhiyan (Statue/Park) in collaboration with NCC 74 Assam Girls (I) Coy and 12 Assam (I) Coy	12-Oct-2019 1	36
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

1. Computer Lab Orientation Programme 2. Plastic Waste free campaign 3. Awareness drive on Women's Health and Hygiene in collaboration with Women's Cell, Golaghat Commerce College.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To organise National Seminar/ Workshop/ Conference.	Could not be possible due to COVID pandemic
To arrange for Placement Drives	Could not be possible due to COVID pandemic
Encourage Students to work towards achieving community harmony and development of the surrounding through NCC and NSS Units of the College.	Swachh Bharat Abhiyan and Awareness Rally on Ban of Single Use Plastics by NCC and NSS Unit of the College
Revision of feedback	IQAC revised the feedback to be collected from students and alumni.
Academic performance enhancement	Academic results were improved through continuous assessment and evaluation system. The teachers adopted ICT based teaching tools which was need of the hour due to COVID pandemic.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	05-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

30-Jan-2020

17. Does the Institution have Management Information System ?

Yes

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>1. Golaghat Commerce College has partnered with Adroit Digisoft Solutions Pvt. Ltd. which provides IT consultancy and support relating to: • Online module to support New Admissions, renewal of admission including service and support (2 instances for every course/ stream/ year. • Preparation and upload students data to Directorate of Higher Education website. 2. The college also has attendance tracking system through biometrics for teaching and nonteaching staff. 3. The college library has a sophisticated library management software SOUL:2.0, through which it can perform right starting from circulation, cataloguing, serial control, works as a central operating system of the library and OPAC Module as well. The college is in a process to implement a complete MIS, through which one can access each and every data, whenever there is a requirement of transparency.</p>
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has been working on a very well-planned curriculum delivery system. The college prospectus is the threshold for the students to have a glimpse of the vision, mission and objectives of the college. The college website is another source through which the students can acquaint themselves with the curriculum and other relevant information. At the beginning of each academic session, the curriculum concerning the departments is discussed among the faculty members. The total curriculum is thereafter divided and allotted to the concerned teachers. On the basis of the allotted portion of the curriculum, concerned teachers chalk out teaching plans. Teaching plans are drawn out in such a way so that sufficient time for revision can be spared, besides completing the entire volume of the course. For the slow learners and other students desirous of clearing their doubts, provision for remedial and tutorial classes are also made in the class routine. As an affiliated college, it basically follows the Academic Calendar prepared by the affiliating University both for scholastic as well as non-scholastic activities. At the beginning of the academic session, every department conducts meeting and plans out proper implementation of the curriculum. Every department prepares the teaching plan for proper implementation of the curriculum and is also reviewed. The time-table too is designed in such a way so that it incorporates tutorial classes, self-financed courses and co-curricular classes like NCC, NSS besides the compulsory set of courses. Apart from the academic activities, departments also undertake activities like seminars, talks, field works, projects, and others that are relevant to the curriculum and in alignment with the core values of the institution. Emphasis is also laid on the use of ICT enabled classes and

hence it has been ensured that all the classrooms are equipped with modern teaching aids and utilized completely both by the faculty as well as the students. A proper routine with time and class allotment for the teachers have been following both in odd and even semesters during each academic session. The respective teachers specialized in their disciplines follow the syllabus formed by the university. Some important dates like World Environment Day, International Yoga Day, International Youth Day, International Women's day, etc. are observed and celebrated to familiar the students with the values and importance of such important days. The authority also tries to ensure that the curriculum is executed effectively and remains watchful on the probable shortage of infrastructure and teaching faculty. If any such issue arises, the authority resolves it with utmost care. Feedback of the students is collected in each academic session to find out the positive and negative aspects regarding the effectiveness of the curriculum delivery by the teachers as well as of the institution as a whole. Parents- teachers meets are also conducted for more effective curriculum delivery by taking suggestions and other aspects to develop a better environment for curriculum delivery. Apart from these, feedback from the Alumnus is also collected for development of the institution.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Finance	02/05/2019
BCom	Marketing	02/05/2019
BA	Assamese	02/05/2019
BA	Economics	02/05/2019
BA	Education	02/05/2019
BA	English	02/05/2019
BA	Geography	02/05/2019
BA	History	02/05/2019
BA	Political Science	02/05/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	22
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

<p>Feedback Obtained</p> <p>The College maintains the system of collecting structured feedback from various groups of stakeholders. Feedback is collected from the students, Teachers and parents. Separate set of questions are asked to each group of stakeholders through printed feedback Questionnaire. Students feedback is collected from major/ Specialty students and nonmajor students before the end of their final semester. Feedback is received on all the seven criteria of the NAAC. Usually, questions are asked keeping in mind the category of stakeholders although some of them are common to all of them. Feedback from the parent/guardians and alumni are mostly objective, whereas, the ones takes from the students are a combination of both objective and subjective. After the feedback Questionnaires are collected, responses of the respondents are classified and tabulated. Simple statistical tools are used to analyze and interpret the findings from the feedback Questionnaires returned by the respondents after filling it duly. Graphic representation of the findings is arranged in order to provide with an easily understandable and immediate impression of the totality of facts. The outcomes of the feedback collection, analysis and interpretation process is intimated to different authority centers associated with the administration, management and development of the institution. Such authorities include The Governing Body, The Principal, The IQAC, The Teachers Unit, The Librarian etc. The findings are graded as A, B and C which stands for Good, Satisfactory and Bad. The feedbacks are summarized and the findings are reported to the authority. The authority tries to resolve the issues after discussing with both the HoDs and the Governing Body depending upon the weightage of the issue. Feedback is also collected from the parents during Parent Teacher Meetings that are organized from time to time or as per requirement. Feedback is also collected from the Alumni on the Alumni meet held. Suggestions and comments given by the Parents/Guardians and alumni are taken into account for the all-round development of the college. The introduction of the regular M. Com courses under Dibrugarh University and UG and PG courses under Directorate of Distance and Open Learning, Dibrugarh University and Self-financed Certificate/Diploma Courses like Post Graduate Diploma in Tea Plantation Management, Vermicompost are an outcome of such feedbacks. Online Feedback</p>

system would also be available in the college website as well, through which the Alumni and other stake holder can also give feedback directly in the website itself and along with that, the college is also planning to provide feedback form online to keep and rack the records in a more systematic manner.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Marketing	20	11	3
MCom	Finance	20	35	15
BCom	HONOURS	250	167	109
BA	HONOURS	300	527	195
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1064	32	38	Nil	17

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
58	53	12	4	3	2
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The IQAC has introduced a three tier student mentoring system in the institution following the suggestions made by the UGC. Each department assigns a teacher-mentor to a group of students who would take various initiatives to understand the strength and weaknesses of individual students and bring out their highest potential. The groups are created on the basis of the student strength of the departments. The teacher-mentors are expected to give regular updates and feedback regarding their mentees to the Heads of the Departments. The IQAC then discusses the mentoring related issues during its meetings with the heads of the departments and takes measures to organize remedial classes or seminars for the students. A mentoring format with guidelines is prepared by the IQAC to ensure uniformity in the system. The IQAC reviews the proper implementation of the Mentoring System and also revises/upgrades it if necessary. Role of the mentors:

- Regular meetings are held between the teacher- mentors and their group of students. Students approach their mentors for both personal and academic matters.
- It is imperative for the mentors to establish a close rapport with the mentees.
- The mentors help first semester students cope with the challenges and opportunities present in the college and develop a smooth transition to college life.
- The mentors keep track of the academic progression of the mentees in tests and examinations, discipline and their overall development.
- Teacher-mentors continuously monitor,

counsel, guide and motivate the students to excel in curricular and extra-curricular activities. • Mentors take initiative to identify and help troubled students cope with academic, extra-academic and personal problems. • The mentors create awareness among the students about higher studies and competitive examinations and also motivate them to enroll in online courses offered by different platforms. • The mentees are encouraged to use the resources available in the library. • The mentors also contact and meet the parents of his / her mentees to discuss their progress or any other matter, as and when required. • The mentors identify the students who require financial assistance and make arrangements to provide free text books and other study materials to such mentees.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1064	38	1:28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
48	38	10	2	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	5TH	14/12/2019	16/03/2020
BA	UG	3RD	14/12/2019	16/03/2020
BA	UG	1ST	14/12/2019	16/03/2020
BCom	UG	5TH	14/12/2019	16/03/2020
BCom	UG	3RD	14/12/2019	16/03/2020
BCom	UG	1ST	14/12/2019	16/03/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Golaghat Commerce College is a constituent college of Dibrugarh university. In respect of syllabi, examination and evaluation, the college is guided by the regulations formulated by the university. The College strictly follows all the evaluation norms framed by Dibrugarh University. University guidelines determines the different aspects of the evaluation processes such as nature of the assessment, weights for the different components. The college follows a continuous internal assessment system in which each paper of 100 marks has a component of 20 marks as internal assessment and remaining 80 marks are

allotted for the end-semester examination. The university has bifurcated the 20 marks of internal assessment as following: (a) Sessional Examination I (Written): 25 of the marks allotted for internal assessment. (b) Sessional Examination II (Written): 25 of the marks allotted for internal assessment. (c) Seminar/ Group Discussion: 25 of the marks allotted for internal assessment (d) Attendance: 25 of the marks allotted for internal assessment. The above design and division of internal assessment ensures that a continuous evaluation of student's takes place throughout the semester. Information regarding evaluative processes is communicated to the students through the following means: (1) During the introductory lectures by the concerned subject teachers - During this interaction students are communicated, among other things, course structures, assessment mechanisms, attendance rules etc. (2) All the College notice boards and its website - College notice boards are used to communicate specific information such as dates of conduct of sessional exam, submission dates for assignments etc. (3) Internal assessment outcomes are displayed in the college notice boards and website. This data is sent to the University after student acknowledgement.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar contains the important dates to guide the teachers, students and other stakeholders about the whole year. Our academic calendar provides clarification about number of teaching days, schedule for internal assessments, dates for extra- co-curricular activities and about the dates for end semester examination. The Academic Calendar is prepared by Dibrugarh University well in advance before the commencement of academic year. The college strictly follow the calendar prepared by the University. Immediately after receiving the calendar from University, the Principal conducts a meeting with IQAC, HODs and Coordinators, Examination Committee to prepare the class routine for all the classes at the beginning of semester. Class routine prepared department wise are then allotted to individual teachers. Since Dibrugarh University conducts the semester end examinations for all the courses, the College is obliged to follow the examination schedule prepared by the university. Internal assessments are completed as per the dates fixed by the University. Fixing of these dates in advance enable the departments to plan for their own department programmes and events. It also helps the students to plan their academic and extracurricular activities. The academic calendar prepared by the college with reference to guidelines of the university is displayed on the college website well before the commencement of the semester.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.golaghatcommercecollege.org/pdf/Course_Outcomes_BA_B.Com.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	MAJOR	195	172	88.21
UG	BCom	MAJOR	142	128	90.14

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.golaghatcommercecollege.org/pdf/Student_Satisfaction_Survey_2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
0	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Assamese	2	5.65
International	Mathematics and Statistics	1	2.56
National	Hindi	3	5.58
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Human Resource Management	1
Hindi	1
English	1
Accountancy	1
Assamese	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Dynamics of Sheath Evolution in Magnetized Charge fluctuating dusty plasmas	Karabi Devi, Apratim Nag, J. Paul, P.K Karmakar	Chinese Journal of Physics, 65, 2020	2020	12.4	Golaghat Commerce College	2
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	7	Nil	Nil
Presented papers	6	10	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	12ASSAM (I) COY	1	19

Abhiyan (Statue/Park)	NCC, Golaghat		
Swachh Bharat Abhiyan	12ASSAM (I) COY NCC, Golaghat	1	14
Swachh Bharat Abhiyan (Statue/Park)	74 Assam Girls (I)Coy	1	17
Awareness Programme and Rally on Ban of Single Use Plastic	NSS-UNIT, GCC	1	43
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	12ASSAM (I) COY NCC, Golaghat	Swachh Bharat Abhiyan (Statue/Park)	1	19
Swachh Bharat	NSS-UNIT, GCC	Awareness Programme and Rally on Ban of Single Use Plastic	1	43
Swachh Bharat	12ASSAM (I) COY NCC, Golaghat	Swachh Bharat Abhiyan	1	14
Swachh Bharat	74 Assam Girls (I)Coy	Swachh Bharat Abhiyan (Statue/Park)	1	17
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
0	0	0	Null	Null	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Null	0	Null
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14819	3029801	283	77460	15102	3107261

Reference Books	4498	1106093	61	24713	4559	1130806
Journals	9	23300	Nil	Nil	9	23300
e-Journals	25	73575	Nil	Nil	25	73575
Library Automation	1	Nil	Nil	Nil	1	Nil
Others (specify)	1	75000	Nil	Nil	1	75000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	108	60	0	0	8	5	16	50	19
Added	0	0	0	0	0	0	0	0	0
Total	108	60	0	0	8	5	16	50	19

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Computer Lab, Video Camera, Language Lab, Video Centre	http://www.golaghatcommercecollege.org/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has a proper mechanism for development and maintenance of infrastructure and other facilities. Under the direction of the Governing Body, the College Administration utilizes the funds received from RUSA and other agencies to initiate any developmental works and upkeep of the college infrastructure. An active Planning Body is operating in the college to monitor and evaluates the infrastructural, curricular, co-curricular and extracurricular areas. The planning body of the college comprises of Governing Body, Purchase Committee, Construction Committee, and Library Monitoring Committee, Canteen Supervising Committee, Hostel Management Committee, Research Committee, Campus Beautification Committee, Anti Ragging Committee, Grievance and Redressal Cell, ECGC, Sexual Harassment against Women and Media Cell. The college has facilities such as Auditorium, Video Conferencing Hall, Smart classrooms, Language Laboratory, Classrooms and Computer laboratory etc. which are fully functional with all necessary equipment. The physical facilities are maintained and monitored by administration and respected committees. All classrooms are laid out with adequate infrastructure befitting teaching and learning. Classrooms with furniture, teaching aids are maintained by the attendants and supervised by the respective Head of the Department. The Construction Committee is responsible for monitoring the construction of new buildings. Appointed site engineer oversees the ongoing construction and civil maintenance works. The college library "Chinta Taranga Sora" has a collection of 15021(fifteen thousand one hundred twenty-one) textbooks, a large number of reference books, journals, periodicals, newspapers and other academic publications is the biggest resource to the academic community in the campus. Periodic upgradation of books and journals are done according to the needs of the students and faculties of various departments. A good number of staff is employed to ensure the smooth and student friendly functioning of libraries. The library staff is responsible for the care and management of library documents, particularly during processing, shelving and conveyance of rare books. The library is well maintained in tune with the changing academic needs. It is fully automated using SOUL. All books are marked, classified and advantageously placed on the racks. The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out annually and newspapers are disposed periodically. Disposal of stocks are done after the approval of the Library Committee, and Purchase Committee. Regular cleanliness and maintenance of books and bookshelves is carried out by the Library Multi-Tasking Staff. The institution has adequate facilities for sports such as Indoor stadium, Outdoor stadium, gymnasium, Yoga centre. are supervised and maintained by the Physical Instructor. The college has a multi gym with all the state-of-the-art exercise equipment like tread mill, Standing and sitting twister, weight plate stand, dumbbells weight lifting bars etc. Sports and games are effectively trained and coordinated under the guidance of the physical Education teacher. Grants have been received from RUSA for purchase of new sports goods and for the maintenance of existing facilities.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarship to Meritorious Student by Assam College Teachers Association, Golaghat Commerce	1	5000

	College Unit		
Financial Support from Other Sources			
a) National	Post Matric, Ishaan Uday	299	Nil
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
0	Nil	Nil	0
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	0	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Naharbari TE, Abhoyjan TE, Dalowjan TE, Kadamba TE	9	7	Block Development Office Krishi Vigyan Kendra, Chirang, AAU, Reliance college jr, Newz Now	4	4
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	3	BA	Geography	Dibrugarh University	MA in Geography
2019	1	BA	Geography	Dibrugarh University	GIS
2019	1	BA	Geography	Lovely Professional University	MA in Geography
2019	1	BA	Geography	University of Science and Technology, Meghalaya	MA in Geography
2019	2	BA	Geography	Assam University	MA in Geography
2019	1	BA	Geography	Sardar Patel University	MA in Geo informatics
2019	1	BA	Geography	AXEL	GIS
2019	1	BA	Geography	Tezpur University	Tourism Management
2019	4	B.COM	Accountancy	Dibrugarh University	M.Com
2019	3	B.COM	Accountancy	Golaghat Commerce College	M.Com

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kho Kho Competition	Inter College	180
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	National Finalist	National	Nil	1	BC6SR151 /19	Debashis Saha

	of National Youth Parliament 2019					
2019	Assam Book of Record, State Record	National	Nil	1	BA6SR15520	Dibyajyoti Rajkhowa
2019	India Book of Record	National	Nil	1	BA6SR15520	Dibyajyoti Rajkhowa
2019	Gold Medal	National	1	Nil	BA6SR070 /20	Anamika Urang
2019	Gold Medal	National	1	Nil	BC4SR19520	Kollul Jyoti Khound
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Golaghat Commerce College Students' Union is a general body of all the students of the college and its membership is compulsory for every student of the college. The Principal is the Chairman/ President of the Executive Committee and all other office bearers including the Vice President, General Secretary, Sports Secretary, Magazine Secretary, Music Secretary, Social Services Secretary, Debating and Symposium Secretary are elected by the students in every new academic session. The tenure of the executive committee is of one year or till the declaration of the next election, whichever is earlier. The union body seeks to enrich the college experience of all students and plans various activities and programmes such as College Week, Foundation Day, Saraswati Puja, debate competitions, speech competitions, Freshman Social, sports events etc for the Golaghat Commerce College community to promote intellectual, moral, physical and cultural advancement of all students. Under the aegis of the students' union, the college publishes an annual magazine JYOTISHMAN to explore the literary talents of the students. All students related activities are carried out under the guidance of a few teacher advisors appointed by the Principal. Apart from the students' union, the activities of Women's Cell, NCC, NSS, Environer etc. are coordinated by the student representatives along with faculty coordinators. The student representatives are also given opportunities to associate with administrative bodies like IQAC, Canteen Committee, Anti ragging Committee, Grievance Redressal Cell, Admission Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

5.4.4 – Meetings/activities organized by Alumni Association :

2 Meetings were held during the year 2019-20. The links for the Minutes of the meetings are : 1.

http://www.golaghatcommercecollege.org/pdf/Alumni_Meeting_20-09-19.pdf 2.

http://www.golaghatcommercecollege.org/pdf/Alumni_Meeting_21-12-19.pdf

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

All stakeholders participate equally and effectively in the administration of the institution through decentralization and participatory mode. Starting from administrators, teachers, staff members, student representatives to parents, everyone actively participates in the decision-making bodies for the welfare of the institution. The higher management offers liberty and latitude to the Principal together with the Governing Body to usher all the academic activities of the institution. They conduct statutory meetings at regular intervals to devise certain steps to proceed towards the vision of the institution. After the Chairperson of the Governing Body, the Principal plays the role of an academic Head who performs the administrative and academic duties of the institution. The Head of the Departments works under the guidance of the Principal and Internal Quality Assurance Cell and supervises the teachers and the Teaching Plans of his/her respective department. The HOD is empowered to make adjustments in the routine and to allot teaching assignments. He/ She enjoy the privilege of convening departmental meetings for planning various departmental activities. The Head of the Department in consultation with his/her colleagues oversees the paper setting, evaluation and marks submission of all internal examinations of the department. For decentralization in the administrative matters the institute has formed various committees at different levels comprising both teaching and non-teaching members. The institute has a purchase and construction committee formed as per the guidelines of RUSA. The construction committee is authorized with the responsibility of approving proposals related to any kind of constructional work in the institute. The institute also has a research committee that devises strategies and approves any kind of proposal related to research.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The institution being affiliated to Dibrugarh University, needs to strictly follow the syllabus assigned by the university for both the UG and PG courses. The university recently introduced CBCS which has been implemented by the college. The institution follows manifold steps to guarantee a beneficial transference of the curriculum specified by the university. Variegated student centric

initiatives such as workshops, seminars, guest lectures, field trips, educational tours, project works, GDs etc. are prioritized to achieve more practical approach to the curriculum. Moreover, the teaching faculty of the institution maintain diaries for effective delivery of the curriculum.

Teaching and Learning

At the very onset of each academic session, the college begins by following the academic calendar offered by the University along with teaching-learning plans prepared by the departmental Heads. The execution of the same is strictly monitored by the authority from time to time. Prime focus is given on formulating a proper and effective learner centric setup while preparing the teaching plans. A continual assessment process is maintained in order to monitor the growth of students by conducting class tests, group discussions, presentations, assignments, etc. Besides Student Satisfaction Surveys are conducted to determine the performance of every department. The IQAC also ensures the quality of the teaching-learning process of the institution by conducting meetings initiating academic discussions at regular intervals.

Examination and Evaluation

The institution being a constituent college under Dibrugarh University adheres to the examination and evaluation system mandated by it. However, for the smooth functioning of the same, a separate examination committee is formed which monitors and conducts the entire examination process utilizing necessary human resources and infrastructure. The committee ensures that internal exams followed by the internal assessments and practical exams are conducted timely and effectively maintain guidelines implemented by the University. The college also functions as an evaluation zone, wherein the teaching staffs are often appointed as zonal officer, examiner, scrutinizer, etc.

Research and Development

The institute has a research committee in which teachers are appointed to deliver various duties to maintain and encourage a proper environment for research among the teachers as well as the students. A

conference room under RUSA has been set up for variegated requirements including research of faculty members as well as students. Faculty members, librarians and students are encouraged to attain research-oriented programmes and workshops as well as prepare research papers from time to time. The institute in association with IQAC publishes an ICSSR sponsored peer reviewed research journal 'RESEARCH PROMOTER', wherein the teachers are given a platform to publish their papers and create a research friendly ambience within the institute. The faculty members are encouraged to enrol for higher degrees and one who have been awarded with M.Phil. and Ph.D. degrees are often felicitated.

Library, ICT and Physical Infrastructure / Instrumentation

The library is fully equipped with proper internet connection for record keeping and access of e-materials. Books have been purchased in a good number according to needs of students belonging to each department. The library is facilitated with CCTV for monitoring the student activities. Separate reading rooms have been constructed. Smart and ICT enabled classrooms have been developed for transference of better and amplified teaching process. The physical infrastructure of the institute has been well maintained and ample renovations have been made in classrooms, toilets, and other minor infrastructural changes.

Human Resource Management

The institute functions smoothly with the combined efforts of the Governing body, the Principal, and the IQAC. The performance of the faculty members is evaluated at regular intervals through feedback system. The required manpower is analysed timely and recruitment is done accordingly as per the guidelines provided by the UGC and Directorate of Higher Education (Government of Assam) for both sanctioned vacancies. Both the teaching staff and non-teaching staff are equally associated with the various institutional activities. The institute more often organizes different faculty development programmes for enhancing the skills of faculty members required for apt delivery.

Industry Interaction / Collaboration

The institution has a Centre for Tea Plantation Management (CTPM) in

collaboration with the North Eastern Tea Association (NETA). Interactions and collaboration with various industries have been conducted to enhance analytical skills, increase internship accessibility and employment opportunities for the learners. The centre aims at developing efficiency and exposure through continual industry visits. By the end of each term, the centre particularly focuses on providing internship and initiating pre-placement consultations by contacting various industries. The institution also has an Entrepreneur and Career Guidance Cell (ECGC) which has taken various initiatives to guide and provide career related counselling to the students. Our Alumni from different industries make frequent visits to the college to create awareness among our students about job opportunities and employment and encourage them to develop interview and soft skills.

Admission of Students

The entire admission process is jointly conducted by the office staff and the admission committee adhering to the norms and guidelines provided by the University. The admission committee formed by the authority comprises of teaching staff and as well as students. Help desks with students are formed during the admission process to guide the new students and as well the parents. Students are admitted on the basis of merit however, reservations of seats are made as per the University rules. Any admission related information is displayed in the college website.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The institute facilitates an official website updated with all the essential information. The institute implements E-Governance wherever possible for its smooth functioning. The college has a facility of Biometric System which helps to monitor and record attendance of the staff. Besides, day-to-day correspondence is made through the official WhatsApp group of the institute. The institute is equipped with CCTV cameras throughout the premises as well the classrooms and wherever needed. Active internet</p>

connection is provided in the college campus for the teaching and office staff. Further, the departments individually maintain depository of documents and reports to the IQAC whenever required through email. E-feedbacks are collected through Google forms at regular intervals from students to work on the existing drawbacks.

Administration

Hierarchical administration is implemented in the institution, wherein, proper interaction is administered through the medium of internet. The institute works along with various stakeholders to achieve its vision and mission. The office staff and accounts department use digital platform and e-modes to maintain student database and admission process. The correspondence with the university is also maintained effectively by the office staff. The institute uses messaging apps such as WhatsApp to disseminate information and also social media sites like Facebook addressing teaching staff, non-teaching staff, students and other stakeholders. Besides, notices regarding important information are often circulated by IQAC through emails.

Finance and Accounts

The college implemented "Tally" an accounting software, which integrates pertinent information used in the record keeping and calculation process of fees that are collected from the students. The software helps in reducing manual work and helps in creating a database for student records. Salaries to all sanctioned teaching and non teaching staff are disbursed by finassam.in (Government of Assam) portal through the District Treasury Office and salary amount is credited to the respective bank accounts through NEFT mode. All financial transactions of RUSA Fund are made through PFMS portal. The college conducts regular Government Audit as well as Internal Audit of all financial transactions.

Student Admission and Support

The institute facilitates online admission system, wherein the portal is dedicated to admission fee, hostel fee, etc. While admission related information can be easily accessed through the college website, like

forms, prospectus, course related information and so on. Conducting the admission online helps in the creation of a student database right at the time of admission. The merit list is prepared by the respective departments following the norms and conditions related to reservation laid by the University. The admission records and data are stored by the college digitally.

Examination

The institute effectuates e-governance in various modules following its transparency among different stakeholders as per the guideline issued by the University. Invigilation duties and other significant details are shared to the teaching staff through both online and offline modes. Marks of internal assessment are recorded both manually and digitally later submitted to the university. Examination forms and fee structure is available in the college website for its easy access. Entire examination process is monitored through CCTV cameras installed in every classroom.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration
---------------------------------------	---------------------------------	-----------	---------	----------

programme				
Workshop	1	20/04/2020	23/04/2020	4
STC	1	15/11/2019	21/11/2019	7
FDP	1	17/05/2020	21/05/2020	5
Refresher Course	1	18/11/2019	01/12/2019	14
Refresher Course	3	14/11/2019	27/11/2019	14
FDP	1	24/06/2020	30/06/2020	7
FDP	1	01/06/2020	06/06/2020	6
FDP	1	18/05/2020	03/06/2020	16
FDP	1	08/06/2020	14/06/2020	7
FDP	1	04/11/2019	08/11/2019	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
38	20	12	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Group Insurance Scheme (GIS) ? Advance against salary ? Member of the College Thrift Society, ? Felicitation on achievements ? Availability of food in the College canteen at reasonable rates ? Filtered drinking water facility	? Group Insurance Scheme (GIS) ? Member of the College Thrift Society ? Felicitation on achievements ? Availability of food in the College canteen at reasonable rates ? Filtered drinking water facility	? Financial Assistance for needy students on merit basis ? University and Govt. scholarships for students ? Departmental Library ? Availability of food in the College canteen at reasonable rates ? Filtered drinking water facility

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution maintains proper transparency in the financial aspect among various stakeholders. Financial audit has been continued from the beginning for proper execution of managerial works. Both internal and external audit is conducted for smooth running of the institution. Internal audit is managed by the auditor appointed by the Governing Body. External audit is done by Director of Audit (Local Fund), Government of Assam. It helps the institution to maintain transparency with various stakeholders.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	1996363	Contingency Fund

[View File](#)

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	1. Directorate of Audit (Local Fund), Govt. of Assam 2.D Das Associates: Chartered Accountants By RUSA, Assam	Yes	M/s Shравan Agarwalla Associates: A CA Firm

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The institute does not facilitate any independent Parent-Teacher association. However, Parent teacher meetings (PTMs) are organized at departmental level over regular intervals. ? During these confrontations, they put up their suggestions and queries regarding their respective wards and also about other college activities. Simultaneously, the parents are briefed about the progress and problems of their wards. ? Feedbacks from the parents are taken and effective measures are taken accordingly through various modes like WhatsApp, Google Forms etc. ? The presence of a parent representative in the Governing Body also helps in effective communication between the both.

6.5.3 – Development programmes for support staff (at least three)

? Awareness programs related to Covid 19 was organized. ? Group Insurance is facilitated. ? Encouraged to attend training programs.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Library was furnished with a good number of books. ? Indoor stadium was equipped with various courts. ? A cricket pitch was built within the college playground. ? Smart classrooms were added. ? A Conference room was constructed.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Swachh Bharat Abhiyan (Statue/Park) in collaboratio	12/10/2019	12/10/2019	12/10/2019	36

	n with NCC 74 Assam Girls (I) Coy, Golaghat and 12 Assam (I) Coy, Golaghat				
2019	Swachh Bharat Abhiyan in in collabora tion with 12 Assam (I) Coy, Golaghat	10/12/2019	10/12/2019	10/12/2019	14
2019	Workshop on "Understa nding Mental Health of the Students: Coping with Stress and Building Resilience"	24/09/2019	24/09/2019	24/09/2019	117
2019	Awareness Programme and Rally on Ban of Single Use Plastic	04/10/2019	04/10/2019	04/10/2019	43
2019	Celebration of Constitution Day of India	26/11/2019	26/11/2019	26/11/2019	55
2020	A door to door Awareness Drive on Novel Corona Virus	20/03/2020	20/03/2020	23/03/2020	200
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A talk on the	08/03/2020	08/03/2020	75	18

theme for International Women's Day, 2020 "Choose to Challenge"

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	13/08/2019	1	Mock drill on Fire Safety	Safety Measure	150
2019	Nil	1	10/12/2019	1	Water Body Management	Wastage of Water	206
2020	Nil	1	12/03/2020	1	Blood Donation Camp	Blood Donation	35
2020	Nil	1	08/05/2020	1	Rain Water Harvesting	Shortage of water	160

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Principal	10/08/2019	The principal of this college must behave in such a way that he/she earns self-respect for his/her farsightedness, integrity, dignity and decorum at all levels. He/she must maintain discipline and tolerance while dealing with burning and important issues of students, teachers and administrative staff.

		He/she should never discriminate teachers, office staff and students on grounds of gender, caste, creed and colour.
Code of Conduct for Teachers	10/08/2019	The college is a provincialized college under the Assam Government. Therefore, the teachers and staffs are liable to follow all the rules and regulation framed by the Government of Assam. Teachers should demonstrate excellence in their work and strive to achieve academic excellence for the institution. Teachers should be role model for their students and society. They should uphold human dignity and promote equality of gender, religion, caste and creed and ethnicity.
Code of Conduct for Students	10/08/2019	The code of Conduct of students of this college outlines students' conduct and disciplinary policies. The aim is to maintain good atmosphere in the student community that is appropriate for an institution of higher education.
Code of Conduct for Administrative Staff	10/08/2019	The behaviour of administrative staff should be gentle and helpful towards students, teachers, parents and public.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	70
Gandhi Jayanti	02/10/2019	02/10/2019	120
International Yoga Day	21/06/2020	21/06/2020	150

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The National Service Scheme (NSS) unit in the College has been taking prior concern in the College. The NSS unit and the Environer Club of the college has

been addressing the rising concern and crisis relating to the environment through initiatives such as Plantation Programmes, Cleanliness Programmes, Ban on use of Plastics etc. 2. On 5th June every year, World Environment Day is observed by the College along with the NSS Unit by planting trees to contribute to the greening of campus. 3. The college has switched over largely to LED appliances to cut down on energy consumption. 4. Regular programmes are held in the college to make the students aware of environmental issues. Moreover, students are also taken to environmental programmes for participation in clean-up drives in the locality. 5. The Rain water harvesting system in the college is installed with effective and technical know-how. The rainwater is collected from the main building's roof and the harnessed rainwater is used in the garden and canteen kitchen. The annual rainfall in Assam is approximately 200cm. The rain water is connected or channelled into two water tanks on the roof. The potential rainwater harvest is 10,000 litres of water per year. 6. Majority of the staff members and students use bicycles. The campus has been practicing plastic free as far as possible. The campus has displayed the signage for a plastic free campus. Seminars and awareness camps have been organized by NSS unit of the college. 7. Although the college does not have much land for planting large plants but the college has planted 150 Agar woods trees within the campus which is highly demanded in international market. The college has been growing a small herbal garden in front of the main classroom building and a small flower garden in the college backyard.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Golaghat Commerce College Employees Thrifts Credit Co-operative Society Ltd: Golaghat Commerce College Employees Thrifts Credit Co-operative Society Ltd. has been serving the members since the inception of the college. The primary aim of the society is to encourage members to use money and other resources carefully. The Employees Thrifts Credit Co-operative Society Ltd. of Golaghat Commerce College is fostering the necessity of savings among the employees. It was registered in the Office of the Assistant Registrar of Cooperative Societies, Golaghat under Assam Cooperative Societies Act, 2007 (Assam Act IV of 2017) on 23rd July, 2019 and is functioning till date. The activities of this society are governed by a President and a Secretary. Members of this society include teaching and non-teaching staff of the college. The society meetings are conducted regularly and the record of the account is maintained and audited. Yearly meeting is conducted during the festive season and the account is placed before the members. After the approval of the committee members, the dividend amount is given with a small incentive to all the members. 2. ACTA Merit Scholarship: The Assam College Teacher's Association (ACTA), Golaghat Commerce College Unit offers scholarship annually to the students securing highest marks in the Under-Graduate Final Examination conducted by Dibrugarh University. The aim of the scholarship is to encourage the students to strive for academic excellence and also to cultivate a culture of healthy competition among the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.golaghatcommercecollege.org/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Vision of the College is to create conscious, integrated and wholesome human beings who remain fixed to their goal and the ever-changing values and

perspectives of life so as to enable them to work for sustainable and holistic development of the society with a view to meet the challenges and opportunities of life in the noblest and most disciplined manner. The main objective of our institution is to impart value-based education with equity and excellence for all-round development of the individuals. To impart such learning attitude in higher education at the UG and PG level, our institution provides exposure for the students to get an opportunity so that they can participate in every curricular, co-curricular and extension activities very actively. The different cells and committees of the college like IQAC, NSS, NCC, Red-ribbon club, Women's Cell and ECGC are all working in the light of overall development of the students' personalities in order to empower them with competency, entrepreneurial skill and creativity to meet the global challenges and to face real life situations. Moreover, a large number of extension and out-reached activities are organised to engage students in community services through NSS Unit, College Teachers' Unit, ECGC and NCC. The extension activities encourage sharing of knowledge, resources and services between the institution and the community. The ECGC cell is actively working and organising various programmes for the students in order to create employability. In order to achieve the vision, the College has adopted a result-oriented approach through mentor-mentee system to help the students in holistic development and creating better communication. The college provided platform to the students for employability through JOB MELA and facilitating students for extracurricular activities. To provide upgraded knowledge to students the teachers use innovative teaching aids, arrange guest lectures from eminent personalities, organise field and industrial visits. Institution does address the needs of the community by developing competencies of people to meet the challenges of business, industry and services sector and also by developing leadership, entrepreneurial skills, among the students with modern outlook and positive attitude towards life. Thus, our institutional Vision are based on the firm belief that the students who graduate from the college should be able to become self-sufficient through entrepreneurial ventures incorporating business ethics.

Provide the weblink of the institution

<http://www.golaghatcommercecollege.org/>

8.Future Plans of Actions for Next Academic Year

1. To organise seminars, webinars and FDPs for the benefit of research scholars and the teaching community of Golaghat district and other areas.
2. To strengthen ICT facilities in the college.
3. To augment the infrastructure facilities.
4. To enhance academic performance of the institute and increase the percentage of student progression.
5. To conduct an institutional Student satisfaction survey.
6. To add e books and e journals to the library.
7. To conduct more extension and outreach programmes in the locality.
8. To fill up vacant sanctioned posts.
10. To sign MOUs with other institutions/organisations/agencies.
11. To organise more inhouse placement drives like Job Melas.
12. To document and showcase prominent alumni list.
13. To take remedial measures on students feedback on curriculum and institutional performance.